

# Defense Logistics Agency Administrative Support Center Consolidated Vacancy Listing

JANUARY 29, 1997

The announcements listed below are included in this Consolidated Vacancy Listing (CVL) unless they have been identified with an asterisk(\*). The asterisk (\*) announcements are not included in the CVL. If you have not received the entire CVL, it may be accessed via the World Wide Web at [www.worldwidehr.hq.dla.mil](http://www.worldwidehr.hq.dla.mil), or by calling Fax Back Server at (703)767-7320 and requesting document #2000. Asterisk(\*) announcements may be obtained via the World Wide Web at [www.worldwidehr.hq.dla.mil](http://www.worldwidehr.hq.dla.mil), or by calling Fax Back Server at (703)767-7320 and requesting referenced document number.

JOA#411-96NW(A)	(cl:1-31-97)	GS-301-14/15 (Pot to GS-15)	Industrial and Financial Analyst, D/S: Arlington, VA. (703-767-7158)
JOA#4-97KW	(cl:2-3-97)	GS-1102-14	Procurement Analyst, (703-767-7118)
JOA#7-97NW	(cl:2-7-97)	GS-855/850/1310-15	Interdisciplinary Position, D/S: Pentagon, Arlington, VA., (703-767-7158)
JOA#8-97KW	(cl:1-31--97)	GS-318-7/8(Pot to GS-9)	Secretary (Office Automation), (703-767-7118)
JOA#10-97DP	(cl:1-31-97)	GS-335-04(Pot to GS-6)	Computer Clerk, (703-767-7131)
JOA#11-97DP	(cl:2-14-97)	GS-350-9	Supervisory Copier/Duplication Operator, (703-767-7131)
JOA#12-97KW	(cl:2-14-97)	GS-1101-15	Product Design, Development and Control Team Manager, (703-767-7118)
JOA#13-97KW	(cl:2-14-97)	GS-1515-15	Supervisory Operations Research Analyst, D/S: Arlington, VA., (703-767-7118)
JOA#14-97AR	(cl:2-14-97)	GS-301-15	Deputy Program Director, D/S: Wiesbaden, Germany, (703-767-7131)
JOA#15-97KW	(cl:2-14-97)	GS-303-6	Office Services Assistant (Office Automation), D/S: Rosslyn, VA., (703-767-7118)
JOA#16-97DP	(cl:2-14-97)	GS-334-12	Computer Specialist, (703-767-7131)
JOA#17-97NW	(cl:1-31-97)	GS-343-9(Pot to GS-11)	Management Analyst, D/S: Arlington, VA., (703-767-7158)
JOA#18-97MR	(cl:1-31-97)	GS-343-9/11/12(Pot to GS-12)	Program Analyst, D/S: Pentagon, Washington, DC., (703-767-7126)
JOA#19-97TS	(cl:1-31-97)	GS-855-13	Electronic Engineer, DCMCO, D/S: Denver, CO., (703-767-7118)
JOA#29-97DP(A)	(cl:2-6-97)	GS-318-9	Secretary (Office Automation), (703-767-7131)
JOA#30-97CP	(cl:2-6-97)	GS-501-9 (Pot to GS-12)	Financial Consultant, D/S: San Antonio, TX., (703-767-7131)
JOA#31-97CP	(cl:2-6-97)	GS-560-15	Supervisory Budget Analyst, (703-767-7131)
JOA#32-97CS	(cl:2-6-97)	GS-318-5/6(Pot to GS-6)	Secretary (Office Automation), DCMCO, D/S: Orange Co., CA <b>2 vacancies</b> (703-767-7118)
JOA#33-97CS	(cl:2-6-97)	GS-1102-12	Contract Administrator, DCMCO, D/S: San Diego, CA., (703-767-7118)
JOA#34-97CS	(cl:2-6-97)	GS-1106-6	Procurement Technician (Office Automation), DCMCO, D/S: Antelope Valley, CA. (703-767-7118)
JOA#35-97DP	(cl:2-6-97)	GS-1410-13	Supervisory Librarian, (703-767-7131)
JOA#36-97DP	(cl:2-6-97)	GS-1412-13	Technical Information Specialist, (703-767-7131)
JOA#37-97DP	(cl:1-29-97)	GS-303-5(Pot to GS-1412-9)	Information Assistant, (703-767-7131)
JOA#38-97CS	(cl:2-6-97)	GS-334-12	Computer Specialist, DCMCO, D/S: Orange Co., CA., (703-767-7118)
JOA#39-97DP	(cl:2-6-97)	GS-334-14	Computer Specialist, <b>Term Appt. NTE 4 YRS</b> , (703-767-7131)
JOA#40-97DP	(cl:2-6-97)	GS-343-13	Program Analyst, (703-767-7131)
JOA#41-97MR	(cl:2-13-97)	GS-318-9/10 (Pot to GS-10)	Secretary (Office Automation), (703-767-7126)
JOA#42-97KW	(cl:2-28-97)	GS-1102-14	Contract Specialist, <b>4 vacancies</b> , (703-767-7118)
JOA#43-97DP	(cl:2-13-97)	GS-2003-12/13 (Pot to GS-13)	Supply Management Specialist, D/S: San Diego, CA., (703-767-7131)
JOA#48-97DB	(cl:2-13-97)	GS-1102-13	Contract Specialist, (703-767-7126)
JOA#49-97DP	(cl:2-13-97)	GS-1412-13	Technical Information Specialist, (703-767-7131)
JOA#50-97MR	(cl:2-5-97)	GS-346-15	Supervisory Logistics Management Specialist, (703-767-7126)
<b>Asterisk (*) Announcements are as follows:</b>			
*JOA#21-97MR	(cl:2-14-97)	GS-018-12	Safety & Occupational Health Specialist, DCMDI, D/S: Loudwater, United Kingdom, (703-767-7320 Doc#89021)
*JOA#22-97MR	(cl:1-31-97)	GS-1101-13	Business Processes Advisor, D/S: DCMDI, Atsugi, Japan, (703-767-7320 Doc#89022)
*JOA#23-97MR	(cl:1-31-97)	GS-1101-13	Business Processes Advisor, D/S: DCMDI, Loudwater, United Kingdom, (703-767-7320 Doc#89023)
*JOA#24-97TS	(cl:1-31-97)	GS-1101-13	Business Processes Advisor, D/S: DCMDI, Wiesbaden, Germany, (703-767-7320 Doc#89024)
*JOA#25-97CS	(cl:1-31-97)	GS-1101-13	Business Processes Advisor, D/S: DCMDI, Ottawa, Ontario, Canada, (703-767-7320 Doc#89025)
*JOA#26-97CS	(cl:1-31-97)	GS-1101-13	Business Processes Advisor, D/S: DCMDI, Riyadh, Saudi Arabia, (703-767-7320 Doc#89026)
*JOA#27-97MR	(cl:2-6-97)	GS-018-13	Safety & Occupational Health Manager, DCMDI, D/S: Loudwater, United Kingdom, (703-767-7320 Doc#89027)
*JOA#28-97MR	(cl:2-6-97)	GS-334-9/11(Pot to GS-11)	Computer Specialist, DCMDI, D/S: Atsugi, Japan, (703-767-7320 Doc#89028)
*JOA#44-97TS	(cl:2-13-97)	GS-1102-12	Contract Administrator, DCMDI, (703-767-7320 Doc#89044)
*JOA#45-97TS	(cl:2-13-97)	GS-1102-13	Contract Price/Cost Analyst, DCMDI, (703-767-7320 Doc#89045)
*JOA#46-97TS	(cl:2-13-97)	GS-1103-12	Industrial Property Management Specialist, DCMDI, D/S: Wiesbaden, Germany, (703-767-7320 Doc#89046)
*JOA#47-97TS	(cl:2-13-97)	GS-801-13	General Engineer, DCMDI, (703-767-7320 Doc#89047)
*JOA#C-SB	(cl:open cont)	GS-318-5/6(Pot to GS-6)	Secretary (OA) - (703-767-7320 Doc#2920)
*JOA#F-SB	(cl:open cont)	GS-318-7	Secretary (Typing/Steno/OA) - (703-767-7320 Doc#2921)
*JOA#OS-96 (canceled effective 1-31-97)		GS-018/334/343/1102/1412/1910/2003-7	Multiple Titles - (703-767-7320 Doc#2900)
*JOA# M-AR	(cl:open cont)	GS-1910-11	Quality Assurance Specialist (Chemicals) - (703-767-7320 Doc#2922)
*JOA#DCMDI-16-CS	(cl:open cont)	GS-1102-11	Contract Administrator, DCMDI, DS: Saudi Arabia - (703-767-7320 Doc#88016)

*JOA#DCMDI-17-CS	(cl:open cont)	GS-1102-11	Contract Administrator, DCMDI, DS: Cairo, Egypt - (703-767-7320 Doc#88017)
*JOA#DCMDI-18-CS	(cl:open cont)	GS-1102-11	Contract Administrator, DCMDI, DS: Kuwait - (703-767-7320 Doc#88018)
*JOA#DCMDI-10-CS	(cl:open cont)	GS-1102-12	Contract Administrator, DCMDI, DS: Cairo, Egypt - (703-767-7320 Doc#88010)
*JOA#DCMDI-11-CS	(cl:open cont)	GS-1102-12	Contract Administrator, DCMDI, DS: Kuwait - (703-767-7320 Doc#88011)
*JOA#DCMDI-12-CS	(cl:open cont)	GS-1102-12	Contract Administrator, DCMDI, DS: Saudi Arabia - (703-767-7320 Doc#88012)
*JOA#DCMDI-13-CS	(cl:open cont)	GS-1103-12	Industrial Property Management Spec, DCMDI, DS: Saudi Arabia , (703-767-7320 Doc#88013)
*JOA#DCMDI-14-CS	(cl:open cont)	GS-1103-12	Industrial Property Management Spec, DCMDI, DS: Kuwait - (703-767-7320 Doc#88014)
*JOA#DCMDI-15-CS	(cl:open cont)	GS-1103-12	Industrial Property Management Spec, DCMDI, DS: Cairo, Egypt, (703-767-7320 Doc#88015)
*JOA#DCMDI-1-CS	(cl:open cont)	GS-1150-12	Industrial Specialist, DCMDI, DS: Kuwait - (703-767-7320 Doc#88001)
*JOA#DCMDI-2-CS	(cl:open cont)	GS-1150-12	Industrial Specialist, DCMDI, DS: Saudi Arabia - (703-767-7320 Doc#88002)
*JOA#DCMDI-3-CS	(cl:open cont)	GS-1150-12	Industrial Specialist, DCMDI, DS: Cairo, Egypt - (703-767-7320 Doc#88003)
*JOA#DCMDI-19-CS	(cl:open cont)	GS-1910-11	Quality Assurance Specialist (Aircraft), DCMDI, DS: Saudi Arabia, (703-767-7320 Doc#88019)
*JOA#DCMDI-20-CS	(cl:open cont)	GS-1910-11	Quality Assurance Specialist (Aircraft), DCMDI, DS: Kuwait - (703-767-7320 Doc#88020)
*JOA#DCMDI-21-CS	(cl:open cont)	GS-1910-11	Quality Assurance Specialist (Aircraft), DCMDI, DS: Cairo, Egypt, (703-767-7320 Doc#88021)
*JOA#DCMDI-22-CS	(cl:open cont)	GS-1910-11	Quality Assurance Specialist(Automotive),DCMDI,DS:Kuwait-(703-767-7320 Doc#88022)
*JOA#DCMDI-4-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (Aircraft), DS: Saudi Arabia - (703-767-7320 Doc#88004)
*JOA#DCMDI-5-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (Electronics), DS: Saudi Arabia - (703-767-7320 Doc#88005)
*JOA#DCMDI-6-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (mechanical), DS: Saudi Arabia - (703-767-7320 Doc#88006)
*JOA#DCMDI-7-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (Automotive), DS: Saudi Arabia - (703-767-7320 Doc#88007)
*JOA#DCMDI-8-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (Automotive), DS: Kuwait - (703-767-7320 Doc#88008)
*JOA#DCMDI-9-CS	(cl:open cont)	GS-1910-12	Quality Assurance Specialist (Aircraft), DS: Kuwait - (703-767-7320 Doc#88009)

#### **JOA AMENDED TO EXTEND CLOSING DATE**

#### **Industrial and Financial Analyst GS-301-14/15**

##### **(Promotion Potential to GS-15)**

Under Secretary Defense (Acquisition & Technology)

Defense Support Activity (USD(A&T) DSA)

Economic Security Division

**Duty Station:** Arlington, VA

**JOA#: 411-96NW (A)**

**OPENING DATE: NOVEMBER 27, 1996**

**CLOSING DATE: JANUARY 31, 1997**

**Area of Consideration:** Competitive Service Career and Career Conditional Employees of all Federal Agencies and Reinstatement Eligibles.

**Duties:** The incumbent is responsible for recommending policies, development of procedures, and resource guidance relating to the financial impact of DoD's acquisition, storage, maintenance and repair, and disposal policies on the industrial base; and for ensuring that the Office of Assistant Secretary of Defense (Economic Security) OASD (ES) is provided sufficient data and analytical analysis to support decisions affecting the efficient fulfillment of its mission. Major duties include: conducting studies/analyses of the potential financial impact of proposed and ongoing DoD policy on the Defense industrial base; performs studies to identify the most effective way for DoD to operate to support the industrial base and to achieve its mandated environmental leadership objectives; monitors, analyzes and evaluates significant trends in U. S. industry; initiates and supervises financial research studies which require the detailed analysis of a wide spectrum of financial and industry data; develops comments on legislative changes to financial industrial base policy and provides Congressional testimony; evaluates the impact of major policy or legislative changes on the industrial base and provides recommendations to the ASD(ES); and recommends policies, plans, and procedures to promote the effective utilization of industrial information within the Department of Defense.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-13/14 level, respectively, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and which is typically in or related to the work of the above position. Applicants must have served one year in grade GS-13/14, respectively, to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, in order to be minimally qualified for this position applicants must have experience which demonstrates knowledge of the applicable accounting, financial, and business techniques to analyze the financial impact of proposed and ongoing Department of Defense policies on the industrial base.

#### **Knowledge, Skills, and Abilities:**

1. Knowledge of financial and business management operations, principles, practices and policies...in order to develop and recommend policies and procedures within the Department to promote effective utilization of industrial information.
2. Ability to apply accounting, financial, and business techniques to analyze industries and the effect of proposed and ongoing Department actions...in order to assess the impact of proposed mergers and acquisitions; perform detailed analysis on a wide spectrum of financial and industry data; and evaluate significant trends affecting the health and financial capabilities of U.S. manufacturers.
3. Ability to utilize accounting and financial techniques to make price and cost determinations...in order to serve as an expert on the financial health of certain industries.
4. Skill in written and oral communications with the highest executive levels of both government and industry...in order to address and explain issues, policy, and situations that are complicated and controversial; comprehend differing points of view or agenda items; identify and resolve differences; and formulate compromises.

**Other** (See attached Job Information Sheet) Items 2, 7, 10, 11, 13, 18

---

**Procurement Analyst, GS-1102-14**

Defense Logistics Agency  
Deputy Director (Acquisition)  
**Duty Station:** Ft. Belvoir, VA

**JOA #: 4-97KW**  
**OPENING DATE: JANUARY 2, 1997**  
**CLOSING DATE: FEBRUARY 3, 1997**

**THIS IS A CRITICAL ACQUISITION POSITION**

**Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent serves as a senior advisor of the Functional Automation Team. Major duties include: developing and evaluating new techniques, concepts and trends in contract management; leading in the development of policy, chairs and/or representing DCMC as the Agencies functional expert on DoD-wide permanent or as hoc working groups, committees, special groups, study groups or Agency Program Teams; developing responses to Congressional and White House Inquiries, Inspector General and General Accounting Office reports, and agency audit and other type Inquiries and suggestions; leading field surveys and staff assistance visits; serving as project manager for Contract Administration (CAS) system modernization programs; conducting or overseeing CAS functional system test; developing or overseeing the development of CAS functional user training and operating manuals; initiating and managing studies aimed at assessing the Impact of now or ongoing systems changes or designs with a view toward AIS Improvement/Integration; writing and developing Cost/Benefit analyses related to modernization projects; keeping abreast of Military Service/industrial methods; coordinating with DLA field elements, the military services, other civilian agencies and Industry; performing feasibility studies related to the application of ADP concepts; and preparing general functional management requirements and exercising administrative control.

**Qualification Requirements:** Applicants must have one year of specialized experience at least equivalent to the GS-13 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts and/or subcontracts; (3) administering the terms and conditions of contracts, including such aspects as contract modifications, evaluation of performance under the contract, and contract termination; (4) analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies for the acquisition of goods or services, participating in procurement management reviews and contract clearances, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-13 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, applicants must have experience which demonstrates the following:

1. Knowledge of information resource management processes and procedures to include regulations governing the acquisition of software programs.
2. Knowledge of software development, design, coding, test and deployment.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; OR have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management OR have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

**Knowledge, Skills and Abilities:**

1. Knowledge of information resource and acquisition management processes and procedures to include FAR, DFARS, and DOD 5000/8000 series regulations... in order to lead the organization in the development of policy and manage automation acquisition programs.
2. Ability to plan and organize work and set priorities... in order to meet internal and external suspense which may require prompt reaction to accelerated higher priority request.
3. Experience in software development, design, coding, test, systems architecture, LANs/WANs, computer equipment characteristics, relational database management, training and deployment in order to field automation programs which support the contract management mission.
4. Experience in managing information technology programs and integrating the skills of personnel in contracting, accounting, systems engineering, database management, and computer operations in order to manage the development, operations and support of new computer applications.
5. Skill in written communications ... in order to prepare and review written correspondence.

**Other** (See Attached Job Information Sheet): Items 2, 4, 7, 13, 20 (Contracting), 23,

---

**Interdisciplinary Position**

GS-855/850/1310-15  
DoD Technology Analysis Office  
**Duty Station:** Pentagon, Arlington, VA

**JOA#: 7-97NW**  
**OPENING DATE: JANUARY 8, 1997**  
**CLOSING DATE: FEBRUARY 7, 1997**

**Area of Consideration:** Appointable Employees of All Federal Agencies and Reinstatement Eligibles

**Duties:** The incumbent assists in planning, developing, coordinating, and monitoring the direction and progress of actions concerning DoD Sensors Science and Technology (S&T) programs. Major duties include: performing comprehensive studies and analyses relating sensors technology programs to Component requirements; interacting with Government and dedicated groups unique to the sensors community; performing comprehensive studies and analyses on national and international capabilities in Sensors S&T; analyzing new or revised DoD policies (and subsequently monitoring implementation) to enhance productivity and responsiveness of the DoD Sensors Plans Technology Program to DoD Component requirements; visiting Government and contractor facilities to ascertain compliance with DoD policies and procedures concerning sensors projects; assisting in reviews of the Sensors S&T portions of DoD Component POM and budget submissions; participating in budget hearings and S&T reviews, and performing related program assessments; developing proposed DoD positions on legislation concerning Sensors S&T; analyzing and preparing responses to Congressional inquiries, General Accounting Office surveys and investigations, and DoD Inspector General reviews; preparing briefings and descriptive written materials for presentation to or by senior officials; maintaining liaison with representatives of other Government Agencies and Departments, industry, professional and technical associations, and academia relevant to assigned responsibilities; assisting in providing guidance to DoD Components on Sensors S&T programs to ensure adherence to DoD goals, priorities, and values; and monitoring science and technology planning to ensure transition and implementation, ensuring that the quality, timeliness, and value of work support the organization's mission with continuous improvement toward meeting established goals and objectives.

**Qualification Requirements:** Applicants must meet the basic educational and/or experience requirements for one of the above series as outlined in OPM's Operating Manual, **Qualification Standards for General Schedule Positions**. In addition, applicants must have one year of specialized experience at least equivalent to the GS-14 level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties described above and that is typically in or related to the work of the above position. Applicants must have served one year in grade GS-14 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, applicants must have experience that demonstrates skill in the development, performance, and management of science and technology projects (research, exploratory development, and/or advance technology development).

**Knowledge, Skills, and Abilities:**

1. Ability to perform comprehensive studies and analyses assessing the relevance and effectiveness of Sensors S&T programs to Military requirements...in order to determine the focus and best technical approach, to identify redundancies, to prioritize customer technology needs, and to recommend an optimized overall OSD program.
2. Ability to interact with Government, industry, dedicated sensors groups, and academia...in order to monitor and coordinate plans, develop resource guidance, perform reviews, keep informed of new developments, and promote new ideas and concepts in S&T.
3. Skill in planning S&T Sensors program and budgets...in order to recommend the most effective allocation of scarce DoD resources.
4. Ability to prepare technical reports and answer inquiries on all aspects of sensors technology programs...in order to present technical information clearly, convincingly and in a timely manner.

**Other (See Attached Job Information Sheet):** Items 1, 7, 8, 13

---

**Secretary(Office Automation), GS-318-7/8**  
**(Promotion Potential to GS-09)**  
HQ DLA, Acquisition, Program Integration  
**Duty Station:Ft Belvoir, VA**

**JOA #:8-97KW**  
**OPENING DATE:JANUARY 15, 1997**  
**CLOSING DATE: JANUARY 31, 1997**

**Area of Consideration:** Appointable Employees of the Defense Logistics Agency.

**Duties:** Incumbent provides secretarial and administrative support to the Executive Director, Program Integration. Major duties: acting as administrative assistant by ensuring that practices and procedures used by the Directorate are consistent with DLA policy and procedural guidance; receiving and screening telephone calls and visitors for the Executive Director; exercising exclusive control over scheduling of supervisor's appointments, with complete authority of commitments of time; arranging conferences and meetings to include preparation of agenda, notification to participants, arrangement of lodging, and similar matters; receiving and processing all correspondence personally addressed to the Executive Director; serving as liaison between supervisor and subordinates; and performing research and obtaining information for supervisor's use within the Directorate and from other DLA offices.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-6/7 level, respectively, which has equipped the applicant with the particular knowledge, skills, abilities to perform successfully the duties of the position described above and that is typically in or related to the above position. Applicants must have served one year in grade GS-6/7, respectively, in order to meet time-in-grade requirements.**A qualified typist is required.**

**Knowledge, Skills and Abilities:**

1. Ability to plan and organize work...in order that all administrative functions of the Executive Director's Office are performed efficiently.
2. Skill in controlling correspondence and reviewing written material for completeness and accuracy...in order to ensure that classified material is not compromised, suspense are met, and correspondence is prepared properly.
3. Ability to interpret regulations and follow written directions...in order to research records and files, develop administrative procedures, and carry out the instructions of the Executive Director.
4. Ability to communicate orally ...in order to receive visitors and telephone calls, respond to inquires, resolve problems, arrange meetings and conferences, and serve as an intermediary between the Executive Director and others.
5. Ability to communicate in writing ...in order to compose correspondence and develop administrative procedures.

**Other (See Attached Job Information Sheet):** Items 2, 5,10, 11, 18, 19

---

**Computer Clerk, GS-335-04**  
**(Promotion Potential to GS-6)**  
Defense Technical Information Center  
ADP Operations Division  
Customer Support Branch  
**Duty Station: Ft. Belvoir, VA**

**JOA #:10-97DP**  
**OPENING DATE : JANUARY 15, 1997**  
**CLOSING DATE : JANUARY 31, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent serves as a computer clerk distributing output according to run sheet instructions. Major duties include: resolving processing failure; recommending rescheduling of backlog processing or failures; initiating monthly work orders to create backup tape files; accepting or rejecting finished work products; isolating error conditions and record count discrepancies; verifying remote user request with related products; and maintaining integrity of all products with security classification.

**Qualification Requirements:** One year of general experience equivalent to the GS-3 level or two years of education above the high school level is required. **General experience** is progressively responsible clerical, office, or other work which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the above duties. Applicants must have served one year at the grade G#-3 in order to meet OPM time-in-grade requirements..

**Knowledge, Skills and Abilities:**

1. Ability to follow instructions and guidelines and take appropriate action...in order to apply different guidelines and instructions and to recognize errors and discrepancies.
2. Ability to plan and organize work...in order to be proficient in following prearranged schedules, by recurring demands..
3. Ability to deal with others through oral communications... in order to effectively communicate with individuals in the organization in person and by telephone.

**Other (See Attached Job Information Sheet):** Items 2, 5, 8, 9, 11, 12, 18, 19

**\*\*\*APPLICANTS MUST BE ABLE TO LIFT APPROXIMATELY 45 POUNDS AND ABLE TO OPERATE A FORKLIFT.**

---

**Supervisory Copier/Duplication Equipment Operator, GS-350-9**

Defense Technical Information Center  
Directorate of Operations  
Document Management Division

**Duty Station: Ft. Belvoir, VA**

**JOA#:11-97DP**

**OPENING DATE: JANUARY 15, 1997**

**CLOSING DATE: FEBRUARY 14, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense in the Washington, DC Metropolitan Area.

**Duties:** The incumbent serves chief of the Storage Branch for the planning, directing, and scheduling of Branch Operations. Major duties include: providing storage and retrieval of Scientific and Technical documents; producing quality of all document output products regardless of media; maintaining original paper copies of Scientific and Technical Reports; and destroying and accounting for all classified material.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-8 which has equipped the applicant with the particular knowledge, skills, abilities to perform successfully the duties of the position described above and that is typically in or related to the above position. Applicants must have served one year at the GS-8 in order to meet time-in-grade requirements.

**Knowledge, Skills and Abilities:**

1. Knowledge of microform equipment and processes...in order to operate microfiche duplicators, microform storage systems and reader/printers.
2. Ability to assign and direct the accomplishment of workloads...in order to direct the completion of work through work leaders and/or subordinate workers.
3. Ability to compile and analyze statistical data...in order to prepare production reports and analyze data to identify changes in workloads.
4. Ability to communicate orally and in writing...in order to communicate with subordinate and superior levels to accomplish assigned mission.
5. Skill in implementing good personnel management practices...in order to discipline, award and appraise subordinate employees, administer leave and other programs.

**Other (See Attached Job Information Sheet):** Items 2, 5, 6, 8, 9, 18, 19

---

**Product Design, Development and Control Team Manager, GS-1101-15**

Defense Logistics Agency  
Acquisition  
Contract Management Policy  
Product Design, Development & Control Team

**Duty Station: Ft. Belvoir, VA**

**JOA#: 12-97KW**

**OPENING DATE: JANUARY 15, 1997**

**CLOSING DATE: FEBRUARY 14, 1997**

**THIS IS A CRITICAL ACQUISITION POSITION**

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** The incumbent serves as Chief of the Product Design, Development, and Control Team, Operations and Policy Group, Acquisition Directorate, Defense Logistics Agency. As such, the incumbent is responsible for Agency-wide Contract Administration goals, efforts, performance, policies, procedures, tools, operational methods, and programs related to engineering, design, development, test and evaluation, technology, software, transition from development to production, productivity, Integrated Logistics Support, and Cost/Schedule Control Systems. Major duties include: establishing and/or approving DCMC goals, objectives, priorities, resource applications and broad plans for assigned engineering, technical management, software, logistics support, and C/SCSC policies and practices; serving as the senior DLA/DCMC representative/expert regarding mission areas with the Office of the Secretary of Defense,(OSD), Joint Logistics Commanders (JLC), Military Departments, Defense and civilian agencies, and industry; validating DCMC competency requirements, training priorities, strategies, and material regarding assigned areas; evaluating/approving methods to assess DCMC compliance with established policies and procedures in mission areas; providing expertise and support to higher DLA management, OSD, and the Services in special reviews, evaluations, and studies. Leads or participates in specific reviews, particularly of Major Defense Programs or major prime/subcontractors, to assess contractor problems and performance, assess program health, assess DCMC performance, support source selection evaluations, or contractor certification; performing all supervisory and associated matters related to team personnel management (e.g., performance standards and evaluations, schedules, counseling, supervision/leadership, etc.); training, travel, budget management, and office administration; developing and reviewing responses to congressional inquiries, findings and recommendations of external groups (IG, GAO, Congressional committees and staffs, consultants, etc.) The incumbent provides appropriate comments and follow up action on reports submitted by external groups as it pertains to contract performance measurement.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS/GM-14 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Applicants must have served one year in grade GS/GM-14 to meet OPM time-in grade requirements. Candidates must have demonstrated that they possess or have the potential to develop the qualities of successful supervision.

**Selective Placement Factors:** In addition to the qualification requirements outlined above, applicants must have experience that demonstrates the following: 1) Knowledge of the contract administration mission, functions, and responsibilities; and 2) Knowledge of acquisition reform initiatives such as those impacting current engineering related specifications, standards and practices on existing contracts; and those related to use of performance specifications and commercial practices to purchase new system and upgrade current systems, non-development and commercial items.

**Knowledge, Skills, and Abilities:**

1. Knowledge of DoD principles, regulations, policies, and processes governing weapon system acquisitions and contract administration services...in order to effectively develop, represent, and defend agency positions on contract management policies and procedural matters.
2. Knowledge of engineering principles and technical management practices...in order to assess the effectiveness of contractor design and development efforts and represent the agency with Industry, OSD, and the Military Departments.
3. Ability to manage, direct, and develop studies, projects, and business-case analysis relating to contract management, engineering, and software issues...in order to improve the effectiveness of work methods and management practices.
4. Ability to communicate orally and in writing...in order to present sensitive recommendations to higher authorities and provide guidance within the agency.
5. Ability to supervise, organize, prioritize, budget, assign, and manage work through individuals and teams...in order to effectively accomplish team responsibilities.

**Other: (See Attached Job Information Sheet)**Items: 1, 6, 7, 8, 13, 21.

---

**Supervisory Operations Research Analyst, GS-1515-15**

Defense Airborne Reconnaissance Office

**Duty Station:** Arlington, VA**JOA #: 13-97KW****OPENING DATE: JANUARY 15, 1997****CLOSING DATE: FEBRUARY 14, 1997****Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent serves as the Director of Architecture and Integration (A&I) Division of the Defense Airborne Reconnaissance Office which is responsible for overseeing the development and maintenance of the Department of Defense (DoD) integrated airborne reconnaissance architecture for the development, demonstration, and acquisition of improved airborne reconnaissance capabilities. Major duties include: managing the development and maintenance of the integrated airborne reconnaissance architecture and providing associated oversight to ensure compliance; insuring continuity between overall reconnaissance architecture and various executable infrastructure options based on technical maturity, military utility, and affordability; and identifying the appropriate mix of platforms, sensors, communication links, and ground stations required to satisfy the DoD's defense-wide airborne reconnaissance requirements.

**Qualification Requirements: Basic:** Applicants must show successful completion of a full 4 year course of study in an accredited college or university leading to a bachelor's or higher degree in operations research; or at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus. Course acceptable for qualifying for operations research positions may have been taken in departments other than Operations Research, e.g., Engineering (usually Industrial Engineering), Science, Economics, Mathematics, Statistics, or Management Science. **In addition, applicants must have one year of specialized experience** equivalent to at least the GS/GM-14 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Applicants must have served one year in grade GS/GM 14 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to the qualifications requirements listed above, candidates must also have an in-depth knowledge of the airborne intelligence, surveillance and reconnaissance capabilities, the intelligence requirements process and the separate planning, programming and budgeting processes of the Intelligence Community.

**Knowledge, Skills, and Abilities:**

1. Ability to perform trade-off analysis, develop innovative approaches to airborne reconnaissance requirements and apply analytical and technical judgement to acquisition and enabling technology initiatives...in order to incorporate warfighter reconnaissance requirements into DARO's architecture plan.
2. Knowledge of airborne intelligence, reconnaissance functional capabilities and surveillance systems...in order to manage the development and maintenance of the integrated airborne reconnaissance architecture.
3. Ability to supervise individuals...in order to motivate the team's performance.
4. Ability to communicate orally and in writing...in order to prepare reports, position papers and analytical papers.
5. Knowledge of the DoD acquisition and operational processes, including requirements, planning, programming, budgeting, development, and approval processes...in order to assure compliance with the goals and objectives of the integrated technical architecture program plan.
6. Knowledge of the DoD intelligence agencies and their functions...in order to oversee the integration of multi-discipline airborne reconnaissance-related intelligence systems.

**Other:** (See attached Job Information Sheet): Items 1,6,8,13

---

**Deputy Program Director, GS-301-15**

Defense Logistics Agency

HQ, DLA Europe

Office of the Commander

**Duty Station:** Wiesbaden, Germany**JOA#: 14-97AR****OPENING DATE: JANUARY 15, 1997****CLOSING DATE: FEBRUARY 14, 1997****Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent serves as the Deputy, Defense Logistics Agency (DLA) Europe (DEUR) sharing in the overall management and direction of all DEUR programs and all HQ activities in Europe, and acts as a single Headquarters DLA focal point in Europe. Major duties include: assisting in directing and managing all matters pertaining to DEUR program; developing specific plans, programs, and goals to meet the needs of the organization; performing a full range of personnel management functions; ensuring a continuing affirmative application of DLA policies concerning equal opportunity; assisting the Commander in carrying out responsibility for Internal Controls for the assigned program areas; and assuring the safety and occupational health of employees.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-14 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and which is typically in or related to the work of the above position. Applicants must have served one year in grade GS-14 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to the qualification requirements outlined above, applicants must possess experience in planning, coordinating, or evaluating the logistical actions required to support a specific mission or designated program that includes determining the requirement for money, manpower, material, facilities and services to be minimally qualified for this position.

**Knowledge, Skills, and Abilities:**

1. Ability to manage and direct work...in order to direct and manage the work of 6 PFLA Offices or directorates.
2. Ability to communicate orally and in writing...in order to represent the Commander at high level meetings and briefings and prepare complex and sensitive correspondence, issue papers, and planning documents.
3. Ability to analyze and resolve complex organizational and logistical problems... in order to direct day-to-day operations including solving problems of international significance, formulating policy, and developing new concepts of operations.

**Other** (See attached Job Information Sheet): Items 1, 6, 7, 13, 16

---

**Office Services Assistant (Office Automation), GS-303-6**

Defense Procurement Electronic Contracting Office

**Duty Station:** Rosslyn, VA**JOA#: 15-97KW****OPENING DATE: JANUARY 15, 1997****CLOSING DATE: FEBRUARY 14, 1997****Area of Consideration:** Appointable Employees of the Department of Defense in the Washington, DC Metropolitan Area

**Duties:** The incumbent collects statistical data on EC/EDI project production, compliance with DoD policy and procedural requirements relating to assigned missions, training and other related administrative requirements, and prepares reports and graphs for the use of analysts in planning and analytical exercises; using spreadsheet, graphics, and other software, devises simple reports, charts, and graphs to depict field data for use by analysts in identifying problems for review and for conducting briefings; tracks issues identified by analysts and prepares special data and reports; conducts limited historical studies of past data in field production, training, and compliance using prescribed or pre-approved formats for collecting and displaying data; participates in team meetings and discussions and prepares clerical, administrative, and simple statistical sections of team reports; and serves as back-up to the Team Secretary and regularly performs clerical assignments such as answering the telephones, typing, filing, receiving visitors to the office, opening and sorting mail.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-5 level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the position described above. Applicants must have served one year in grade GS-5 to meet OPM time-in-grade requirements **A qualified typist is required.**

**Knowledge, Skills and Abilities:**

1. Skill and knowledge of spreadsheets, graphics, word processing, and e-mail applications...in order to prepare briefings and reports.
2. Skill and knowledge in writing simple, straight forward documents...in order to write reports and other team documents.
3. Skill in identifying and cross matching data items...in order to track and report on special problems.

**Other (See Attached Job Information Sheet):** Items 3, 5, 18, 19

---

**Computer Specialist, GS-334-12**

Defense Technical Information Center  
Directorate of Information Systems Support  
Technology Division

**Duty Station: Ft. Belvoir, VA**

**JOA#:16-97DP**

**OPENING DATE:JANUARY 15, 1997**

**CLOSING DATE: FEBRUARY 14, 1997**

**Area of Consideration:** Appointable Employees of all Federal agencies

**Duties:** The incumbent provides technical expertise in the specialty area of network file servers, network operating systems, and hardware/software required to support the Center, local and wide area networks (LAN/WAN). Major duties include: performing LAN/WAN management and administrations functions; installing and testing network operating systems and other communications software for network support applications; designing program scripts and employing techniques that demonstrate state-of-art network technologies; providing input to the development of network plans and identifying technical hardware/software communications interface requirements with local activity host computer facility and user systems; providing technical guidance to user organizations developing local application software interfacing with network systems and services; developing or assisting in the development of training and training tools and may conduct network training; developing and implementing LAN operating procedures; reviewing user network requirements and determining system configuration change requirements, for network services; evaluating local activity telecommunications network performance and ensuring that established service levels are achieved and maintained; researching and evaluating new and/or existing products, system applications or programs and is responsible for preparing proposals and recommendations that are expected to increase network effectiveness; resolving complex technical problems related to network services; developing network operating concepts and functional application approaches; and representing DTIC at meetings with vendors, commercial line carriers, user groups, etc.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-11 level. Specialized experience is experience which demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must have served at least one year at the GS-11 level to meet OPM's time-in-grade requirements.

**Selective Placement Factor:** In addition to the qualifications requirements listed above, applicants must have skill in installing and administering LAN-based NT network operating systems.

**Knowledge, Skills and Abilities:**

1. Ability to communicate in writing...in order to write clearly using proper grammar and sentence structure.
2. Ability to communicate orally...in order to communicate in a clear, concise and tactful manner.
3. Skill in analyzing, installing and debugging Network Operating System...in order to identify trouble-shooting Network Operating System problems and implementing or recommending changes to the system, application, or special network software.
4. Knowledge of Network Operating System, DOS, and UNIX commands... in order to distinguish, interpret and resolve problems associated with network monitoring and management tools.
5. Knowledge of file server, micro/minicomputer operating system concepts, real-time applications and computer/network characteristics (software and hardware)...in order to analyze site operating system installation requirements and introduce modifications for network processing.
6. Knowledge of general techniques for evaluating network system performance... in order to analyze network operation, present synoptic results and recommend solutions for enhanced processing.

**Other (See Attached Job Information Sheet):** Items 2, 7, 8, 18.

---

**Management Analyst, GS-343-9**

(Promotion Potential to GS-11)  
USD (A&T) Defense Support Activity  
Defense Environmental Security Office  
Environmental Quality Branch

**Duty Station: Arlington, VA**

**JOA#:17-97NW**

**OPENING DATE:JANUARY 15, 1997**

**CLOSING DATE: JANUARY 31, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense in the Washington, DC, Metropolitan Area

**Duties:** The incumbent is responsible for advising on the effectiveness of Environmental Security Operations and policy requirements, identifying areas for improvement and recommending modifications to solve problems; utilizing Defense Executive Information System to monitor and maintain projects and actions in the areas of conservation, pollution prevention, compliance, cleanup, and safety and occupational health; establishing and implementing computer-based data

systems utilizing Microsoft and other programs to facilitate collection, storage, retrieval and report generation; conducting management studies to resolve workload and productivity issues recommending improved work procedures, methods, organization structure, information reporting systems, and management controls; performing research on issues surfaced by reports and inquiries; and preparing budget justifications for travel, training, supplies, and equipment budgets and tracks obligations.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-9 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position described above. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, applicant must have knowledge of environmental programs including cleanup, compliance, conservation, pollution prevention, and safety and occupational health.

**Knowledge, Skills, and Abilities**

1. Ability to conduct studies ... in order to resolve workload and productivity issues related to environmental programs.
2. Skill in written communications...in order to prepare studies, reports, and correspondence related to environmental programs.
3. Skill in use and application of computer-based data systems... in order to establish and implement tracking systems to facilitate collection, storage, retrieval and report generation.
4. Knowledge of qualitative and quantitative measurement techniques...in order to analyze and measure the effectiveness, efficiency, and productivity of administrative and technical programs.
5. Ability to communicate orally ... in order to present information on environmental programs.

**Other:** (See Attached Job Information Sheet): 1, 5, 11, 18

---

**Program Analyst, GS-0343-9/11/12**

(Promotion Potential to GS-12)

Defense Logistic Agency

Corporate Administration

Office for DoD COOP Support (CAC)

**Duty Station:** Pentagon, Washington, DC

JOA#: 18-97MR

OPENING DATE: JANUARY 15, 1997

CLOSING DATE: JANUARY 31, 1997

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** The incumbent serves as an analyst who independently carries out a range of emergency planning-related projects as assigned by the Director. Major duties include: Participating in the development and implementation of key disaster planning policy within DoD and in coordination with associated civil sector Federal agencies; compiling statistics, monitoring and tracking agreements and projects concerning disaster planning with offices in OSD, the Joint Staff, the Services and the civil sector agencies; maintaining surveillance over actual emergency preparedness and security policy implementation by analyzing data and milestones to determine status and anticipated problem areas; developing layouts of complex statistical and financial reports, manuscripts and technical reports having many references to illustrations and footnotes; analyzing information and preparing reports; administering the office automated data processing system; and ensuring effective management of the Directorate's operational security systems.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-7/9/11 level, respectively, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the above position. Applicants must have served one year in grade GS-7/9/11, respectively to meet OPM time-in-grade requirements.

**Knowledge, Skills and Abilities:**

1. Knowledge of national security issues, national defense strategies, military organization and affairs...in order to implement key disaster planning policy within DoD and in coordination with associated civil sector Federal agencies.
2. Knowledge of rules, procedures, operations, organization, and functions of the parent organization, allied organizations of DoD, and select civil sector agencies... in order to evaluate assigned areas and recommend improvements.
3. Knowledge of program analysis and review techniques...in order to effectively evaluate emergency preparedness and security policies and procedures and detect flaws or deficiencies and recommend corrective actions, changes or adjustments.
4. Skill in oral and written communications ... in order to prepare and present recommendations and deal effectively with officials within/outside the agency on a wide variety of matters.

**Other:**(See Attached Job Information Sheet):Items 1,8,10,11,13,18

---

**Electronic Engineer, GS-855-13**

Defense Contract Management Command

Support Activity (DCMCO)

**Duty Station:** Denver, CO

JOA#:19-97TS

OPENING DATE:JANUARY 15, 1997

CLOSING DATE:JANUARY 31, 1997

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** Incumbent is assigned to a Contract Administration Team, performing Contract Management Engineering functions such as electronics engineering surveillance to assess compliances with contractual terms; evaluating adequacy of contractor electronic engineering efforts and management systems; performing engineering analyses of contractor cost proposals; reviewing and analyzing contractor proposed engineering studies; and designing studies and engineering change proposals. Assignments are to programs and projects of advanced complex, state-of-art, high dollar value developmental weapon systems requiring modification or adaptation of engineering standard guidance, methods and techniques, with special considerations of planning, scheduling, and coordination.

**Qualification Requirements:** Applicants must show: (1) successful completion of a full 4-year professional engineering curriculum leading to a bachelor's degree or higher in engineering in an accredited college or university; or (2) a combination of education and experience as outlined in the Office of Personnel management (OPM) Qualification Standards Handbook. **In addition, applicants must have a minimum of one year of professional engineering experience** equivalent to the GS-12 in the Federal service. **Professional engineering experience is (a)** professional knowledge of engineering; (b) professional ability to apply such knowledge of engineering problems; and (c) positive and continuing development of professional knowledge and ability. This experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties listed above. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements.



**Knowledge, Skills, and Abilities:**

1. Knowledge of contract administration laws, regulations, procedures and policies...in order to identify engineering requirements of assigned contracts, determine nature, extent and frequency of engineering support and make in-depth review of the requirements and specifications.
2. Knowledge of various operations and functions normally found in industry...in order to perform engineering and manufacturing functions such as software and hardware design, drafting, quality assurance, production support, assembly, inspection, and production control.
3. Ability to survey, analyze, correlate, and report on information pertaining to contractors Cost Performance Measurement Systems and methodologies... in order to perform analysis, surveillance, and reports using the latest techniques, expertise, and Management methodologies on complex DoD program and plans.
4. Ability to communicate effectively in writing...in order to prepare technical papers and reports, research studies, technical journal reports and correspondence for the purpose of identifying complex problems and persuading others to accept a recommended position..
5. Ability to communicate orally...in order to present training seminars, conduct industry-wide conferences and meetings, with persons of all levels in industry and government, and present briefings on subject matter of a highly complex nature.

**Other:** (See Attached Job Information Sheet) Items 7, 8, 13, 17, 18, 20 (H) **Engineering**, 25.

---

**JOA AMENDED TO DELETE KSA NUMBER 3****Secretary (Office Automation), GS-318-9**

Material Management

Executive Director

**Duty Station:** Fort. Belvoir, Virginia

**JOA #:29-97DP (A)**

**OPENING DATE: January 22, 1997**

**CLOSING DATE: February 6, 1997**

**Area of Consideration:** Appointable Employees of Headquarters Defense Logistics Agency

**Duties:** The incumbent of this position serves as personnel and confidential assistant to the Executive Director. Receives confidential and other tasks such as those which require assignment of projects to and follow up with team and office chiefs, center commanders, and other subordinates personnel and monitors to ensure they are accomplished in conformance with requirements. Acts as liaison between the supervisor and subordinates. The incumbent establishes and maintains the Executive Director's schedule of appointments and other commitments and makes changes and adjustments as necessary to meet unexpected, high-priority demands. The incumbent receives and screens incoming telephone calls and visitors to the Executive Director's office. The incumbent establishes and maintains office files, makes travel arrangements for the Executive Director, prepares vouchers, assists in the development of trip reports. The incumbent receives, reviews and distributes incoming mail and directives referred to the supervisor in order to keep abreast of new development and pending matters. Maintains exclusive control over the supervisor's calendar. Performs required typing, to include technical correspondence, reports, memoranda, studies, statistical tabulations and charts.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-8, which has equipped the applicant with the particular knowledge, skills, abilities to perform successfully the duties of the position described above and that is typically in or related to the above position. Applicants must have served one year in grade GS-8 to meet OPM time-in-grade requirements **A qualified typist is required.**

**Knowledge, Skills and Abilities:**

1. Ability to plan and organize work...in order to ensure all administrative functions of the office are performed.
2. Ability to communicate orally ...in order to receive visitors and telephone calls, respond to inquires, resolve problems, arrange meetings and conferences, and function as an intermediary between the Deputy Director and others.
3. Skill in controlling correspondence and reviewing written material for completeness and accuracy...in order to ensure that classified material is not compromised, suspenses are met, and correspondence is properly prepared.
4. Ability to interpret regulations and follow written directions...in order to research records and files, develop administrative procedures, and carry out the instructions of the Deputy Director.
5. Ability to communicate in writing ...in order to compose correspondence and develop administrative procedures.

**Other** (See Attached Job Information Sheet): Items 2, 5, 18, 19

---

**Financial Consultant GS-501-09**

**(Promotion Potential GS-501-12)**

DLA Administrative Support Center

San Antonio CASU

**Duty Station:** San Antonio, TX

**JOA#: 30-97CP**

**OPENING DATE: JANUARY 22, 1997**

**CLOSING DATE: FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of DoD in the San Antonio Metropolitan Area

**Duties:** Performs all aspects of financial management issues within the CASU. Performs analysis of CASU financial status and its use of resources and recommends appropriate management action. Participates in developing the annual operating budget; gathers data, develops projections and suggests modifications as new services and new customers are added to the CASU. Analyzes various fiscal management reports, operating plans and prepares periodic analysis for the CASU Director. Reviews the CASU's Fee for Service Program and coordinates with DASC on any discrepancies. Provides advice and guidance on long range budget and financial planning. Establishes and maintains systems of control for the management of the CASU financial resources. Conducts and coordinates financial and other feasibility studies for new CASU services and existing services. Participates in program evaluation, performing analyses and preparing reports and recommendations to the CASU director. Participates in decision making sessions and advises the CASU Director on regulatory requirements, financial policies, the interpretation of data, and program improvements through analysis of program operations and monthly reports.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-07 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the above position. Applicants must have served one year in grade at the GS-07 to meet O.P.M. time in grade requirements.

**Knowledge, Skills, and Abilities:**

1. Ability to gather, organize, and analyze data.....in order to perform studies, evaluate information, identify potential problem areas, and devise improvements.
2. Ability to communicate orally..... in order to gather information through meetings and telephone conversation and discuss findings with DASC, the CASU director and serviced customers.
3. Ability to communicate in writing... in order to compose clear correspondence and reports, request information and summarize findings and recommendations.

4. Skill in the analysis and resolution of budgetary, cost and management problems....in order to identify cost savings/avoidance solutions.

**Other (See attached Job Information Sheet):** Items 3,5,11,18,19

---

**Supervisory Budget Analyst GS-560-15**

Defense Logistics Agency

Office of Comptroller

**Duty Station:** Ft. Belvoir, VA

**JOA#: 31-97CP**

**OPENING DATE:**JANUARY 22, 1997

**CLOSING DATE:**FEBRUARY 6, 1997

**Area of Consideration:** Appointable Employees of the Defense Logistics Agency

**Duties:** Serves as Chief of the Acquisition Information Services Team and as such is responsible for all contract management and information services operation resources, and all Agency capital and RDT&E investment resources. Interprets policy, programs and systems related to contract management and information services and investments. Provides guidance to DLA field activities for budget formulation and execution. Justifies requirements before high review authorities and Congress. Advises and assists the Comptroller and Director, DLA in performance of budgeting, programming, execution and performance evaluation pertaining to assigned programs. Provides Comptroller matrix support to the Deputy Director, Acquisition for all financial matters related to Agency contract management operations. Provides comptroller matrix support to the Deputy Director, Material Management for all financial capital investments. Initiates, coordinates and/or ensures action on all issues requiring comptroller input/support. Provides information to and obtains input and coordination from the Execution Director for all Comptroller matters impacting the business area.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-14 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the above position. Applicants must have served one year in grade at the GS-14 to meet O.P.M. time in grade requirements.

**Knowledge, Skills, and Abilities:**

1. Knowledge of the Acquisition and Information Services Business Areas...in order to interpret and implement policy, program and systems related to operations and investments.
2. Knowledge of the principles of the DoD Planning, Programming, and Budgeting Systems (PPBS), the Defense Business Operations Fund (DBOF), and Unit Costs..... in order to direct team operations, simplify/improve the programming and budget process, and enhance accountability to ensure all requirements of the DoD PPBS and DBOF are met.
3. Skill in oral communications..... in order to justify budgetary requirements before high review authorities and Congress.
4. Skill in written communications... in order to provide guidance to DLA field activities for budget formulation and execution.
5. Ability to supervise... in order to direct a staff or budget analysts who are the principal advisors to the headquarters staff on the application of DoD and DLA programming and budgetary principles.

**Other (See attached Job Information Sheet):** Items 2,6,18

---

**Secretary (Office Automation), GS-318-5/6**

**(Promotion Potential GS-6) (2 Vacancies)**

Defense Contract Management Command

Support Activity (DCMCO)

**Duty Station:** Orange County, CA

**JOA#32-97 CS**

**OPENING DATE:**JANUARY 22, 1997

**CLOSING DATE:**FEBRUARY 6, 1997

**Area of Consideration:** Appointable Competitive Employees of the Department of Defense

**Duties:** The incumbent serves as personal assistant and performs administrative and secretarial duties for the Operations Group Manager Chief of Staff and Operations Group Staff. Major duties include reviewing all incoming correspondence and investigative reports; typing a variety of correspondence from rough draft or oral instructions; organizing and maintaining files and records, manuals, handbooks and related materials; receiving telephone calls and visitors; maintaining travel logs and budgetary requirements; making arrangements for travel; requisitioning office supplies; and coordinating opportunities for training among staff members.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-4/5 level, respectively, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled; FOR THE GS-5 ONLY, **MODIFIED QUALIFICATION STANDARDS:** Applicants holding a position at grade GS-5 or may be assigned without meeting specialized experience requirements identified in the OPM Operating Manual, Qualification Standards Handbook for General Schedule Positions. Applicants competing for promotion must fully meet the minimum qualification requirements prescribed in the Manual. Education may be substituted for experience as outlined in the Manual. **A qualified typist is required.** Applicants for the GS-6 level must have one year in grade GS-5 level to meet OPM time-in-grade requirements.

**Knowledge, Skills and Abilities:**

1. Ability to interpret regulations and follow written directions...in order to use a variety of sources to perform administrative and secretarial tasks.
2. Ability to deal effectively with others...in order to greet office visitors, provide information, and coordinate correspondence with other offices.
3. Skill in controlling correspondence and reviewing written material for completeness...in order to review all outgoing correspondence to ensure compliance with administrative procedures and established suspense files to ensure work is completed within established time frames.
4. Ability to plan and organize work...in order to perform all work in a timely fashion and adjust priorities to meet new suspense.
5. Ability to communicate in writing... in order to draft replies for supervisor's signature and compose correspondence regarding clerical and administrative procedures.

**Other (See Attached Job Information Sheet):** Items 8, 10,11, 17,18,19 25

---

**THIS IS AN OBLIGATED POSITION - NOT TO EXCEED 2 YEARS**

---

**Contract Administrator, GS-1102-12**

Defense Contract Management Command

Support Activity (DCMCO)

**Duty Station:** San Diego, CA

**JOA#: 33-97CS**

**OPENING DATE:**JANUARY 22, 1997

**CLOSING DATE:**FEBRUARY 6, 1997

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** The incumbent serves as a warranted administrative contracting officer with responsibility for the administration of a group of contracts, such as fixed-price, fixed-price with incentives, cost-plus-fixed-fee and basic ordering agreements. Contracts are for state-of-the-art complex equipment, components and spares for major systems, and development for specialized equipment or components. Duties include: (1) conducting initial conferences with the contractor to provide information and clarify standard and special provisions of the contract; (2) negotiating prices and executing supplemental agreements for spare parts, provisioned items and repairs; (3) assuring contractor compliance with cost accounting standards; and (4) assigning, reviewing and approving work of contract administrators and clerical personnel.

**Qualification Requirements:** Applicants must have one year of specialized experience at least equivalent to the GS-11 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the awards of contracts; (2) negotiating and awarding contracts and/or subcontracts; (3) administering the terms and conditions of contracts, including such aspects as contract modifications, evaluations of performance under the contracts, and contract termination; (4) analyzing proposed prices or cost, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies for the acquisition of goods or services, participating in procurement management reviews and contract clearances, or developing position on claims and protests related to contracts. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; **OR** have completed 24 semester hours of study from an accredited educational institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; **OR** have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills and abilities comparable to the above 24 semester hours.

**Knowledge, Skills, and Abilities**

1. Knowledge of contract administration laws, regulations, procedures and policies...in order to perform the full range of contract administrative functions.
2. Ability to monitor contractor performance...in order to evaluate, monitor and maintain uniform management controls over the contractor's performance.
3. Ability to negotiate...in order to establish overhead rates, change contract terms and conditions and settle contract issues.
4. Ability to communicate in writing...in order to prepare reports and correspondence and initiate changes.

**Other (See Attached Job Information Sheet):** Items 7, 8,13,17,18, 20 (Contracting), 25.

---

**Procurement Technician, (Office Automation) GS-1106-6**

Defense Contract Management Command  
Support Activity (DCMCO)

**Duty Station:** Antelope Valley, CA

**JOA #:34-97CS**

**OPENING DATE:JANUARY 22, 1997**

**CLOSING DATE:FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent performs work in support of the Administrative Contracting Officer (ACO). Major duties include: maintaining delivery schedule records; reviewing of contract files to verify delivery requirements and reconciling differences; preparing correspondence and reports; contacting the Contractor and the Procuring Activity in the resolution of questions arising from the administration of contracts assigned; receiving and distributing incoming reports, supporting contractual documents, and subsequent changes and/or addition of data for the maintenance of required records; receiving contracts from ACO and reviewing to determine the requirements of the contract as to items required, payment terms and conditions, clauses, and inputs this data into the appropriate contract administration reporting system (CARS); and, receiving and maintaining the data into the CARS and advising the ACO and the function areas when problems arise such as delinquent deliveries, incomplete data requirements and improper request for payments.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-5 which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the position described above. Applicants must have served one year in grade GS-5 to meet OPM time-in-grade requirements.

**A qualified typist is required.**

**Knowledge, Skills, and Abilities:**

1. Knowledge of and ability to interpret and apply procurement procedures and regulations... in order to understand the requirements of the contract and perform the processes and procedures which are needed in preparing contract administration actions and supporting documents and reports.
2. Ability to compile, interpret, research, correct and distribute computer generated products...in order to organize information needed for input into a word/data processing device; and/or use computer listings, printouts and various documents to extract information needed for logs, reports, forms and other correspondence.
3. Ability to communicate in writing...in order to provide replies to contractor inquires and to provide guidance on contractual actions.
4. Ability to communicate orally...in order to respond to inquires which are raised by contractor and professional personnel within DoD and other Government agencies.

**Other: (See Attached Job Information Sheet):** Items 5, 7, 8, 13, 17, 18,19, 25

---

**Supervisory Librarian, GS-1410-13**

Defense Technical Information Center  
Directorate of Operations  
Collection Division  
Cataloging Branch

**Duty Station:** Ft. Belvoir, Virginia

**JOA #:35-97DP**

**OPENING DATE: JANUARY 22, 1997**

**CLOSING DATE: FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** The incumbent serves as Chief for the Cataloging Branch, Collection Division. Major duties include: encompassing development or recommending plans, procedures, requirements, and guidance necessary to establish, maintain and supervise the selection and cataloging of scientific and technical databases related to the Defense Research, Development and Acquisition (RD&A) Programs; dealing with high-level representatives involving database requirements and support; participating in or conducting working groups or committees in bibliographic data transfer; and exercising staff supervision.

**Qualification Requirements:** All Applicants must meet the basic requirements outlined in the Office of Personnel Management Operating Manual, Qualification

Standards for General Schedule Positions. In addition, applicants must have had one year of librarian experience at least equivalent to the GS-12 grade level. Applicants must have had supervisory experience or must have demonstrated the ability to supervise.

**Knowledge, Skills and Abilities:**

1. Ability to supervise . . . in order to plan, direct, schedule, allocate resources, and monitor branch functions.
2. Ability to plan and organize work assignments and special studies . . . in order to establish work schedules, assign work, and monitor its completion in order to meet and establish goals.
3. Knowledge of library methodology, information systems and networks . . . in order to monitor the development or operations of a library, database systems and networks.
4. Ability to communicate orally and in writing . . . in order to express ideas effectively and concisely in meetings and presentations and be able to prepare reports, standard operating procedures, memos, and other correspondence.
5. Knowledge of DoD Research Program and awareness of major research activities . . . in order to apply an awareness of the research being conducted by major military commands to database requirements and support.

**Other:** (See Attached Job Information Sheet): Items 2, 6, 8, 18

---

**Technical Information Specialist, GS-1412-13**

Defense Technical Information Center  
Directorate RD&A Information Support  
Information Program Support Division  
**Duty Station:** Ft. Belvoir, VA

**JOA#: 36-97DP**

**OPENING DATE: JANUARY 22, 1997**

**CLOSING DATE: FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of all Federal Agencies

**Duties:** The incumbent serves as a senior Technical Information Specialist in the Program Support Division within the Directorate of Research, Development and Acquisition (RD&A) Information Support, responsible for a wide range of information systems and information delivery activities. Applies in-depth understanding of scientific and technical information resources as well as information technology to identify, obtain, analyze, evaluate and apply data in response to complex inquiries from offices of the OUSD(A&T)/OSD. The work involves the collection, organization, analysis and dissemination of complex data related to OUSD (A&T) and/or Defense wide requirements. Requirements cover a wide range of information types in the Department of Defense (DoD), including policy, planning, program, finance, contracts, science, and technology. Analyzes information requirements and carries out the full life cycle of information support products and systems from the feasibility/concept definition stage of a system, through the systems requirements and systems specifications stage, to eventual implementation and use of an information system.

**Qualification Requirements:** All Applicants must meet the basic requirements outlined in the Office of Personnel Management Operating Manual, Qualification Standards for General Schedule Positions. In addition, applicants must have had one year of specialized experience equivalent to the GS-12 grade level which demonstrates the ability to perform, supervise, or direct one or more of the functional areas of work covered by this series; to understand the concepts, theories, new developments, and co-relationship of information in related fields; and maintain up-to-date information on the state of the art. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements.

**Knowledge, Skills, and Abilities:**

1. Knowledge of computerized collections and new technologies for information access...in order to understand automatic data processing (ADP) and complex information and data systems for design, access, evaluation, and selection.
2. Ability to research and analyze information...in order to define, identify and research a wide range of information sources and to evaluate criticality of information or data.
3. Ability to communicate verbally and in writing...in order to express thoughts clearly and succinctly when dealing with the community and present information logically and convincingly.

**Other:** (See Attached Job Information Sheet) Items 2, 8, 18

---

**THIS IS AN UPWARD MOBILITY POSITION**

**Information Assistant, GS-303-5**

(Promotion Potential to Technical Information Specialist, GS-1412-9)

Defense Technical Information Center  
Directorate of Users Services  
Programs, Products, & Services Division  
Special Program Branch  
**Duty Station:** Ft. Belvoir, VA

**JOA#: 37-97DP**

**OPENING DATE: JANUARY 22, 1997**

**CLOSING DATE: JANUARY 29, 1997**

**Area of Consideration:** Appointable Employees of DASC-H Serviced Activities. Appointable Employees of DSDC located in Alexandria, VA.

**Duties:** **THIS IS AN UPWARD MOBILITY POSITION.** The incumbent receives on-the-job and classroom training to provide broad development experiences related to the establishment, maintenance, and operation of bibliographic, management, and other scientific/technical information databases. Duties include: (1) Converts basic source documents for the initial input into the databases used or the DTIC TR and management storage and retrieval systems; (2) Using data correction routines in the Remote Terminal Input System programs, enters the appropriate corrections through the remote online terminal; (3) Inputs data in file maintenance formats required to create accurate database records and output products; (4) Verifies computer-generated listings of records associated with each new input item to the accessioned master document computer files; (5) Reviews printouts of bibliographic extracts for accuracy and consistency of data, with special emphasis on security and distribution limitation information; (6) Monitors data input to the management databases and identifies errors or related data problems; (7) Interacts with contributors to resolve data input problems; and (8) Performs developmental cataloging tasks such as catalogs technical reports, patents, patent applications, computer tapes, diskettes, and other nonprint items with related documentation into the database interactively, online.

**Qualification Requirements:** To be considered for this Upward Mobility position, applicants must meet all of the following requirements: (1) occupy a position in an occupational series where there exists no reasonable opportunity for advancement to GS-9; (2) have served at least 90 days since the latest non-temporary, competitive appointment from an Office of Personnel Management Register. To qualify for promotion to GS-5, applicants must have had one year specialized experience equivalent to the GS-4 level which is in or directly related to the line of work of the above position and which has equipped the applicant with the particular knowledge, skills, and abilities, to successfully perform the above duties. **UNDER THE UPWARD MOBILITY PROGRAM, EMPLOYEES HOLDING POSITION AT THE GS-5 OR HIGHER LEVEL MAY BE ASSIGNED WITHOUT MEETING THE SPECIALIZED EXPERIENCE**

**REQUIREMENTS OUTLINED ABOVE.** These candidates however, are required to meet one year of general experience at the next or second lower grade level. General experience is progressively responsible clerical, office, or other work which indicates the ability to acquire the particular knowledge, skills, and abilities needed to perform the above duties. Education may be substituted for experience as outlined in OPM's Handbook,etc.

**Knowledge, Skills, and Abilities:**

1. Ability to use ADP systems...in order to operate automated equipment to input, maintain, access, and retrieve technical information.
2. Ability to interpret and follow complex operational procedures . . . in order to follow guidelines and procedures, data formats, and cataloging rules to detect problems with data input and develop descriptive cataloging tasks.
3. Ability to communicate orally . . . in order to perform descriptive cataloging tasks and to interact with contributors to resolve data problems.
4. Ability to communicate in writing...in order to communicate in a clear, logical manner in order to perform descriptive cataloging tasks.

**Other:** (See attached Job Information Sheet): Items 2,,8,11,12,15,18

**Computer Specialist, GS-334-12**  
Defense Contract Management Command  
Support Activity (DCMCO)  
**Duty Station:** Orange County, CA

**JOA #: 38-97CS**  
**OPENING DATE:JANUARY 22, 1997**  
**CLOSING DATE: FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense.

**Duties:** The incumbent serves as Computer Specialist, assigned to the staff of a contract administration Area Operation office. Major duties include: planning, designing, developing, documenting, testing, implementing, maintaining and modifying computer software application programs to support the contract administration field operations; setup, training and maintenance of the hardware and software for stand alone and networked computer systems for all sites assigned to Area Operations; serving as the point of contact for the Area Operations office on computer software, hardware, and ADP security matters.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-11 level. Specialized experience is experience which demonstrates accomplishment of computer project assignments and techniques pertinent to the above position. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

**Knowledge, Skills, and Abilities**

1. Ability to interpret functional specifications and governing regulations... in order to analyze and synthesize written requirements submitted by functional manager for the purpose of automation.
2. Ability to design and construct complex computer programs ... in order to assemble and formulate information in a logical manner for the purpose of automation.
3. Ability to conduct feasibility studies and make workload projections ... in order to conduct studies that provide expert advise and evaluations for future workloads.
4. Ability to communicate in writing....in order to prepare required documentation.
5. Ability to communicate orally ... in order to facilitate training end users and brief/present system logic and capabilities,

**Other:** (See Attached Job Information Sheet): Items 7, 8, 13, 17 , 18, 25

**Computer Specialist, GS-334-14**  
**TERM APPOINTMENT, NTE 4 YEARS**  
Defense Logistics Agency  
Defense Distribution Systems Center  
Distribution Program Office  
Systems Support Branch  
**Duty Station:** Ft. Belvoir, VA

**JOA#:39-97DP**  
**OPENING DATE:JANUARY 22, 1997**  
**CLOSING DATE:FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of All Federal Agencies in the Washington, DC Metropolitan Area

**Duties:** Develops and implements approved plans, objectives, policies, procedures, and guidance for the design, development, enhancement and maintenance of standard information systems for operations within the DoD. Recommends new or revised policies and develops plans for DoD Distribution Standard System (DSS). Reviews and analyzes current distribution automated information systems; recommends modification of these systems as segments/modules of the DSS; prepares reports of findings and recommendations. Participates in economic and technical analysis of alternative plans for transitioning from automated information systems (AIS) to the DoD DSS. Prepares technical architectural proposals for the DSS operational systems to include the identification of users, facilities, etc. Assists in the development, preparation, justification and execution of the annual operating budget for the Office of the EA. Assists in the development, maintenance and modification of the DoD DSS to include long range AIS plans, security requirements; any contracting requirements; and technical training. Participates in the development and administration of the DSS Data Management program and the DSS Capacity Management.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-13 level, which has demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must have one year in grade GS-13 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, applicants must have direct experience in designing, developing or installing application software or ADPE.

**Knowledge, Skills and Abilities:**

1. Knowledge of state-of-the-art automated information systems technology and its application...in order to apply standards and policies which cover Automated Information Systems and Telecommunications.
2. Skill in performance of studies and analyses...in order to develop and lead studies and analyses concerning all aspects of automated information systems architecture, design, development, deployment and maintenance.
3. Ability to plan, organize, execute and monitor projects...in order to manage the efforts of multiple distinct organizational units and to plan and coordinate to achieve specified goals and objectives.
4. Ability to communicate orally and in writing...in order to conduct briefings and meetings and prepare letters, memos and fact sheets.

5. Experience managing data processing center activities...in order to monitor DSS development and production processing at Defense Megacenters. .

**Other:** (See attached Job Information Sheet): Items:2, 13, 18

---

**Program Analyst, GS-0343-13**

Defense Technical Information Center  
Directorate of RD & A Information Support  
Information program Support Division  
Program Analysis Branch

**Duty Station: Ft. Belvoir, VA.**

**JOA#:40-97DP**

**OPENING DATE:JANUARY 22, 1997**

**CLOSING DATE: FEBRUARY 6, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense in the Washington, DC Metropolitan Area

**Duties:** The incumbent serves as a functional area specialist supporting the program and decision-making information needs of managers and planners within the OUSD(A). Major duties include: planning, creating, and maintaining the automated tracking systems and integrated databases; developing and implementing project plans for executive, management and decision support information systems; representing DTIC at conferences, seminars and meetings; assuring expedient provision of information support to the OUSD(A) staff and other DoD staff elements; assisting in the administration of the planning, programming and budget process; and specifying and employing the latest information management technologies and processes.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-12 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position described above. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirements outlined above, applicants must have the ability to create and implement operational Internet information resources.

**Knowledge, Skills, and Ability:**

1. Ability to develop and implement information support Programs and processes ... in order to analyze information support requirements and work with the functional organizations to select and implement the most appropriate information mechanisms) to meet those requirements.
2. Ability to conduct studies and analyses... in order to develop functional requirements for new or changed programs and recommends alternative solutions to program information needs in context of specific functional areas of DOD or Federal Acquisition programs and processes.
3. Ability to maintain effective contacts... in order to represent the office or the Center at conferences and on planning committees that may involve OSD plans, policy or programs and their interface with other DOD, Federal or private-sector program information systems.
4. Ability to communicate in writing... in order to document the approach, results, and recommendations derived from DOD or Federal Acquisition program or project analyses in sufficient detail to satisfy the needs of management and senior staff.
5. Ability to communicate orally... in order to participate in (and on occasion conducts) formal and informal meetings within and outside of the activity with a variety of information users including scientists, librarians, engineers, managers, and in-house staff pertaining to new technical information and analysis needs.

**Other:** (See Attached Job Information Sheet )Items 2, 8,13, 18

---

**Secretary (Office Automation), GS-318-9/10**

(Promotion Potential to GS-10)  
HQ Defense Logistics Agency  
Deputy Director (Corporate Administration)

**Duty Station: Fort Belvoir, VA**

**JOA#41-97MR**

**OPENING DATE:January 29, 1997**

**CLOSING DATE:February 13, 1997**

**Area of Consideration:** Appointable Employees of Department of Defense in the Washington DC Metropolitan Area.

**Duties:** The incumbent serves as personal and confidential assistant to the Deputy Director of Corporate Administration, performing duties directly involved in the management of the office. Duties include: acting as office manager, ensuring that the practices and procedures used by subordinate offices are consistent; responding to inquiries and administrative problems, notifying appropriate staff officials of the need for information and either preparing the response or following up to ensure timely response by others; providing administrative oversight and control over other secretaries in the Directorate, assigning work and assuring completion of assignments in a timely manner; receiving and screening visitors and telephone calls; participating in preparation, review, and editing of drafts of introductions and talking papers to be presented at various meetings; coordinating travel plans and preparing travel vouchers; scheduling the Deputy Director's appointments, with complete authority for commitments of time; receiving all correspondence and composing or preparing correspondence for signature of the Deputy Director; and screening all correspondence prepared for the Deputy Director's signature to ensure clarity, completeness or reply, grammatical accuracy, proper coordination, and compliance with policy. The incumbent is also responsible for receipt, control, and safekeeping of all classified material and establishing and maintaining office files and records.

**Qualification Requirements:** Applicants must have one year of specialized experience equivalent to the GS-8/9 (respectively), which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position described above and that is typically in or related to the above position. Applicants must have served one year at the GS-8/9 (respectively) in order to meet time-in-grade requirements. **A qualified typist is required.**

**Knowledge, Skills, and Abilities:**

1. Ability to plan and organize work. . . in order to ensure all administrative functions of the Deputy Director's Office are performed efficiently.
2. Ability to communicate orally. . . in order to receive visitors and telephone calls, respond to inquires, resolve problems, arrange meetings and conferences, and function as a intermediary between the Deputy Director and others.
3. Skill in controlling correspondence and review written material for completeness and accuracy. . . in order to ensure that classified material is not compromised, suspenses are met, and correspondence is properly prepared.
4. Ability to interpret regulations and follow written directions. . . in order to research records and files, develop administrative procedures, and carry out the instructions of the Deputy Director.
5. Ability to communicate in writing. . . in order to compose correspondence and develop administrative procedures.

**Other:**(See Attached Job Information Sheet): Items 2, 5, 10, 11, 18, 19

---

**Contract Specialist, GS-1102-14**

**JOA#42-97KW**

(4 vacancies)

Defense Contract Management Command  
Acquisition  
Contract Management Policy  
Contract Payment and Business Practices

**Duty Station: Fort Belvoir, VA**

**OPENING DATE: January 29, 1997**

**CLOSING DATE: February 28, 1997**

**THIS IS A CRITICAL ACQUISITION POSITION**

**Area of Consideration:** Appointable Employees of Department of Defense

**Duties:** Develops policies and procedures and administers Agency implementation of assigned mission through issuance of related Agency policy and development and issuance of Government-wide regulatory guidance. Evaluates and interprets the adequacy of Agency and DoD policies and procedures involving all aspects of assigned mission and takes positive action to formulate or revise them to meet Agency and DoD requirements. Reviews, analyzes, and interprets FAR and DoD policies and procedural guidance as well as that prepared internally and by other agencies to determine impact on assigned mission responsibilities. Serves as Agency representative to DAR Council Committees and ad hoc groups to develop Government and DoD-wide policy and procedures, exchange information and resolve mutual problems. Develops agency positions concerning mission responsibilities and defends such positions or develops alternative positions which meet agency objectives. Performs headquarters staff assistance visits and surveillance reviews to evaluate work and functioning of area of expertise. Provides expert technical guidance to DCMC fields for use in resolving unusually difficult or precedent-setting issues which may have far-reaching or continuing implications throughout DCMC, DoD, other Government and federal departments and agencies, and industry. Confers with senior contractor representatives when working on major DoD initiatives or during field trips to assist in formulating an appropriate course of action to facilitate resolution of current or anticipated problems.

**Qualification requirements:** Applicants must have one year of specialized experience at least equivalent to the GS-13 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts and/or subcontracts; (3) administering the terms and conditions of contracts including such aspects as contract modifications, evaluation of performance under the contract and contract termination; (4) analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies for the acquisition of goods or services, participating in procurement management reviews and contract clearances, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-13 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirement outline above, applicants must have experience which demonstrates the following: Recent experience in a contract administration office negotiating final overhead rates, Forward Pricing Rate Agreements, and interpreting Cost Accounting Standards.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; OR have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

**Knowledge, Skills, and Abilities:**

1. Knowledge of government acquisition laws, regulations and procedures, contract administration, policies and procedures...in order to provide expert advice and guidance to CACOs, DACOs, and ACOs throughout the command with regard to negotiation and resolution of final overhead rates, establishment of Forward Pricing Rate Agreements, and administration of cost accounting standards provisions.
2. Knowledge of corporate contracting and pricing policies, procedures and business practices...in order to evaluate the impact on government contracts of corporate divestitures, consolidations, mergers and acquisition.
3. Skill in oral communication and negotiations...in order to discuss, negotiate, and resolve issues and problems stemming from interpretation acquisition policies, laws, regulations procedures and cost accounting standards principles.
4. Skill in written communication...in order to clearly convey policy interpretation and guidance to DCMC field personnel on complex overhead and cost accounting standards provisions.
5. Experience in participation in formal mentorship programs... in order to accurately assess the strengths and weakness of field personnel and to share knowledge and expertise.

**Other(See Attached Job Information Sheet):** Items 2, 4, 7, 13, 20(Contracting), 23

**Supply Management Specialist, GS-2003-12/13**

(Promotion Potential to GS-13)

HQ Defense Logistics Agency  
Materiel Management  
Readiness Group  
Service Readiness Team

**Duty Station: San Diego, CA**

**JOA#43-97DP**

**OPENING DATE: January 29, 1997**

**CLOSING DATE: February 13, 1997**

**Area of Consideration:** Appointable Employees of Department of Defense in the commuting area of San Diego, CA. Appointable Employees of Defense Logistics Agency

**Duties:** Incumbent provides logistical assistance/technical expertise to U.S. Military activities/units and U.S. Civil Agencies receiving logistical support and services from DLA. Serves as primary communications link and logistics system functional integrator for DLA support to military service weapon systems. Serves as DLA technical expert and on-site advisor to the weapon systems managers. Responsible for resolving high priority supply, distribution or service problems through personal action or immediate coordination with DLA activities. Coordinates with top level Department of Defense military and civilian personnel, determining effectiveness of DLA service and supply programs. Participates in the development of customer depot maintenance schedules. Active participant in the development of policy and procedures directives with authority to make independent decisions. Negotiates equitable resolution of controversial

issues impacting customer support including weapon system operational readiness. Understands DLA Emergency Supply Operation Center requirements and procedures. Has a working knowledge of the Logistics Asset Support Estimate (LASE) process. Understands Special Program Requirements (SPR) procedures. Provides information on these areas to customers. Uses the Standard Automated Material Management System and DLA Weapons System Database records to analyze customer requirements. Use computers, office automation and telecommunications equipment to management information customers, supplies and services and to stay in communication with customers, PLFAs and headquarters. Ability to identify automation supply system deficiencies and offers corrective computer support requirements. **TDY maybe required 20-25%.**

**Qualification requirements:** Applicants must have one year of specialized experience equivalent to the GS-11/12 level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and which is typically in or related to the position described above. Applicants must have served one year in grade GS-11/12 to meet OPM time-in-grade requirements.

**Selective Placement Factor:** In addition to meeting the qualification requirement outlined above, applicants must have experience which demonstrates the following: Working knowledge of the industrial process to include forecasting, ordering and tracking/receiving and positioning material/induction and control/and analyzing and revising processes.

**Knowledge, Skills, and Abilities:**

1. Ability to communicate orally...in order to deal with personnel at all levels of the organization, top level Department of Defense military and civilian personnel regarding the effectiveness of DLA service and supply programs.
2. Ability to communicate in writing...in order to prepare and deliver briefings, reports and written correspondence.
3. Skill in utilizing basic computer applications...in order to use basic computer applications such as work processing, spreadsheets, databases, and electronic mail.
4. Knowledge of impact of DLA logistical support to military services readiness...in order to understand the role of DLA support to major weapon systems and its impact on military service readiness.
5. Knowledge of DLA major supply program goals, objectives, work processes and administrative operations...in order to accurately analyze and determine system problems report by DLA customers such as U.S. military activities/units and U.S. civil agencies.
6. Knowledge of supply management and logistical support functions such as supply, procurement, transportation, cataloguing, provisioning, storage and distribution...in order to provide logistical assistance to the DLA customer.

**Other(See Attached Job Information Sheet):**Items 2, 8, 10, 11, 13.

---

**Contract Specialist, GS-1102-13**

Defense National Stockpile Center  
Directorate of Stockpile Contracts

**Duty Station:** Ft. Belvoir, VA

**JOA# 48-97DB**

**OPENING DATE:January 29, 1997**

**CLOSING DATE:February 13, 1997**

**Area of Consideration:** Appointable Employees of the Department of Defense

**Duties:** The incumbent serves as a senior specialist and provides technical and expert advice on a variety of materials, acceptable marketing or acquisition techniques and methods. Major duties include: developing policies, procedures and contracting programs which govern the disposal of excess material; coordinating with the other divisions within the Defense National Stockpile Center in developing the most marketable lots to be offered for sale; coordinating on the disposal of certain excess materials under the Federal Property and Administrative Services Act; reviewing and rendering decisions on contract irregularities and claims arising from contract clauses; planning conferences with technical representatives for facilitating disposal of materials; accomplishing a wide range of difficult and unique transactions and activities in support of goals and objectives for maintaining the National Defense Stockpile; determining and selecting the most effective method of acquisition; developing new approaches or refining existing contracting methods; participating in the development of acquisition plans; determining those transactions requiring exemption from the Trades Agreement Act; providing prospective bidders, with information on the Federal Government's acquisition policies and procedures; attending a variety of meetings with representatives from governments; and developing awards and administering contracts and purchase orders.

**Qualification Requirements:** Applicants must have one year of specialized experience at least equivalent to the GS-12 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts and/or subcontracts; (3) administering the terms and conditions of contracts, including such aspects as contract modifications, evaluations of performance under the contract, and contract termination; (4) analyzing proposed prices or cost, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies for the acquisition of goods or services, participating in procurement management reviews and contract clearances, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution;**OR** have completed 24 semester hours of study from an accredited educational institutional in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management;**OR** have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills and abilities comparable to the above 24 semester hours.

**Knowledge, Skills and Abilities:**

1. Knowledge of acquisition techniques and procedures... in order to evaluate the types of procurement and the required documentation needed to ensure the successful acquisition of the required material.
2. Knowledge of disposal techniques and procedures... in order to evaluate the types of action and the required documentation needed to ensure successful disposal of the assigned material.
3. Knowledge of contracting regulations.. in order to insure that all acquisition and disposal actions conform with the proper rules and policies as stated in the Federal Acquisition Regulations and all amplifying documents promulgated by the requisite authorities within DoD.
4. Ability to communicate in writing... in order to prepare responses to program related inquiries and/or findings from the Inspector General, General Accounting Office, or other external authorities.
5. Ability to communicate orally... in order to present program briefings to higher authorities and effectively represent higher authorities in both formal and



informal meetings.

**Other:** (See Attached Job Information Sheet):Items 3, 13, 18, 20(Contracting)

---

**Technical Information Specialist, GS-1412-13**

Defense Technical Information Center

Directorate of Operations

Stinet Management Division

**Duty Station: Fort Belvoir, VA**

**JOA#49-97DP**

**OPENING DATE:January 29, 1997**

**CLOSING DATE: February 13, 1997**

**Area of Consideration:** Appointable Employees of all Federal Agencies in the Washington DC Metropolitan Area

**Duties:** Developing, maintaining, enhancing and modifying both the systems for access and delivery of electronic information products and the products themselves. Provides expert technical advice, consultation, information retrieval, and other liaison support to the directorate and to senior management officials within the Office of the Under Secretary of Defense for Acquisitions and Technology (OUSDA&T)), the military departments, the defense agencies, defense libraries, other government agencies, and the private sector. Initiates, plans, produces, and effects enhancements to information systems for the Research and Development (R&D) and Acquisition communities to improve the effectiveness of information transfer technology between DTIC, information sources (commercial and federal) and DTIC's user community.

**Qualification requirements:** Applicants must meet the basic requirements outlined in the Office of Personnel Management Operating Manual, Qualification Standards for General Schedule Positions. In addition, applicants must have had one year of specialized experience equivalent to the GS-12 grade level which demonstrates the ability to perform, supervise, or direct one or more of the functional areas of work covered by this series; to understand the concepts, theories, new developments, and co-relationship of information in related fields; and maintain up-to-date information on the state of the art. Applicants must have served one year in grade GS-12 level to meet OPM time-in-grade requirements.

**Knowledge, Skills, and Abilities:**

1. Knowledge of computerized collections and new technologies for information access...in order to understand automatic data processing (ADP) and compile information and data systems for design, access, evaluation, and selection.
2. Ability to research and evaluate information technologies...in order to implement appropriate and desirable technological solutions.
3. Ability to communicate verbally and in writing...in order to express thoughts clearly and succinctly when dealing with the community and present information logically and convincingly.

**Other(See Attached Job Information Sheet):** Items 2, 8, 18.

---

**Supervisory Logistics Management Specialist, GS-346-15**

HQ Defense Logistics Agency

Corporate Administration Deputy Directorate

Strategic Programming and Contingency Operations Executive Director

Joint Logistics and Contingency Operations

**Duty Station: Fort Belvoir, VA**

**JOA#50-97MR**

**OPENING DATE:January 29, 1997**

**CLOSING DATE: February 05, 1997**

**Area of Consideration:** Appointable Employees of Headquarters, DLA and Headquarters Field Operating Activities Serviced by DASC-H

**Duties:** Responsible for directing and supervising the Plans Teams's staff. Develops policy and procedures and provides oversight for the development and implementation of Agency mobilization, emergency operations, sustainment assessment, and CINCs operation support plans; reviews theater operations plans and OSD and JCS mobilization, emergency and continuity of operation plans. Plans guidance to the HQ staff and field elements; directs the DLA Exercise Program and coordinates DLA participation in JCS, CINC and Service sponsored exercises. Responsible for developing staff and field level exercises to test and assure DLA's capability to support the National Military Command System, CINCs, Services, and designated federal agencies during emergency and/or wartime conditions. Responsible for filling critical positions and providing support to the DLA operations center and crisis action team for emergency, wartime and exercise conditions.

**Qualification requirements:** Applicants must have one year of specialized experience at least equivalent to the GS-14 level **Specialized experience** is experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Applicants must have serviced one year at the GS-14 grade level to meet OPM time-in-grade requirements. Applicants must have supervisory experience or must have demonstrated the ability to supervise effectively.

**Selective Placement Factor:** In addition to meeting the qualification requirement outline above, applicants must have experience which demonstrates a knowledge of logistical support functions associated with providing supplies/commodities and services support to customers, with emphasis on deliberate and crisis planning to support contingency and wartime requirements.

**Knowledge, Skills, and Abilities:**

1. Ability to plan, direct, and implement major policy concepts related to logistical missions, plans, programs, and objectives...in order to ensure that the Agency's mission is accomplished in the most effective and efficient manner.
2. Ability to supervise and manage work through individuals and/or teams...in order to plan, direct, schedule, allocate resources, monitor team functions, practice effective personnel management and prepare and justify budgetary requirements.
3. Knowledge of military command structure, missions, programs, and organizational relationships, to include DLA missions, functions, and organizational structure, as well as Federal civilian agencies, OSD, JCS, Unified/Specified Commands and Services...in order to effectively review exercise and operations plans, develop support plans, and effectively adapt Agency capabilities to the DLA customer needs in a crisis and contingency situation..
4. Skill in verbal and written communication...in order to present formal and informal briefings, study plans and reports and deal effectively with officials within/outside the Agency.

**Other(See Attached Job Information Sheet):**Items 1,6, 8, 13,

---

**JOB INFORMATION SHEET**

The following information applies to all vacant positions currently being announced unless otherwise indicated on the Consolidated Vacancy List.

Time in Grade Requirements: Applicants must have served one year in the next lower grade level of the position being announced, in order to meet OPM time-in-grade requirements.

Evaluation Methods	Maximum Point Value
1. Quality of experience	65
2. Performance appraisal	20
3. Education and training	10
4. Awards	5
	100

Method of Ranking: Applicants competing for promotion will be given a score on each evaluation method. The combined score on all evaluation methods will be used in ranking candidates to determine their relative standing. Applicants meeting the minimum qualification requirements will be evaluated against the knowledge, skills, and abilities listed in the Consolidated Vacancy Listing.

Standard Requirements:

- A. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
- B. Time in grade and qualification requirements must be met by the closing date of this announcement.
- C. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
- D. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
- E. Failure to provide all of the required information may result in an ineligible rating or may affect the overall rating.
- F. Selection for this position is subject to restrictions resulting from Department of Defense Referral System for Displaced Employees.
- G. Applications will be accepted from Schedule A eligibles and from disabled veterans who are in receipt of compensation at the rate of 30% or more.
- H. Applications will be accepted from eligible, well qualified displaced employees with appropriate notice of separation. To be considered well qualified, applicants must meet all qualification and eligibility requirements; selective factors, where applicable; and all knowledge, skills, and abilities required for the position.

Other (See the Consolidated Vacancy Listing to determine which of the following statements apply to the position being announced):

1. This position is designated critical sensitive, as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 120 days or longer to process.
2. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
4. Selectee must meet Contracting Officer and/or Acquisition Corps requirements or have an approved waiver prior to placement in this position. All candidates who meet the basic qualification requirements will be considered--candidates will not be screened out if they do not meet Contracting Officer and/or Acquisition Corps requirements.
5. Applications will be accepted from VRA eligibles.
6. A one year supervisory probationary period is required if applicant selected has not previously met this requirement.
7. Incumbent is required to file an annual financial statement.
8. All tentative selectees for this position will be required to undergo a urinalysis test to screen for illegal drug use prior to appointment and periodically thereafter.
9. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
10. Management has the prerogative to select at either grade level.
11. This recruitment provides promotion opportunity to target position without further competition when selectee is eligible and recommended by management. However, promotion is not guaranteed and no promise of a promotion is implied.
12. If qualified based on education, applicant must provide official transcript.
13. TDY is required.
14. Selected applicant will be subject to satisfactory completion of a medical examination before assignment to overseas duty location.
15. Selected applicant will be required to sign and abide by the DLA Upward Mobility Program Agreement and Training Plan.
16. This position has been designated as EMERGENCY-ESSENTIAL. If selected for this position, applicant must sign a statement of understanding and an agreement to continue to perform the duties of this position in the event of a crisis until relieved by proper authority. Incumbent's dependents shall be evacuated from the crisis zone with the same priority as other DOD-sponsored evacuees.
17. Those applicants referred for selection consideration will be given more information concerning duty location only at a time of interview.
18. Permanent change of station funds will not be authorized.
19. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
20. DAWIA Career Field/Position Category: \_\_\_\_\_
21. Any selectee for this position must sign a written agreement agreeing to remain in the Federal Service in this critical acquisition position for a minimum of three years unless waived.
22. Job sharing opportunities for part-time employees may be available under this announcement.
23. At the GS-14 level, selectees for this position must sign a written agreement agreeing to remain in the Federal Service in this critical acquisition position for a minimum of three years unless waived.
24. If selection is made at the GS-13 level, selectee must meet the requirements for Acquisition Corps membership prior to promotion to the GS-14 level.
25. This position is designated critical sensitive, as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement process may take 145 days or longer to process. DCID 1/14 Standards must be met.
26. Some positions may require access to classified documents and therefore require a personnel security investigation be adjudicated for security eligibility on a preappointment basis.
27. Some tentative selectees for this position will be required to undergo a urinalysis test to screen for illegal drug use prior to appointment and periodically thereafter.
28. This announcement may also be used to fill temporary part-time and temporary full-time positions and permanent part-time positions. Applicants should reflect availability for such appointments.

How to Apply: Applicants may choose any of the following written application formats:

1. OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
2. SF 171, Application for Federal Employment.
3. Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may

be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

Applicants must forward a written application/resume along with the following documents and forms:

- a. Supplemental Experience Questionnaire. On a separate sheet of paper, prepare brief but concise descriptions of how your experience, education, and/or training satisfies the knowledge, skills, and abilities cited in the Method of Ranking section above. Also provide the name and telephone number of supervisors or other persons who can verify your statements, and the time period the work was performed.
- b. A copy of current annual performance rating (no more than 18 months old) and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on appropriate forms utilized by their respective systems). Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF 50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.
- e. A list of related self-development course work or training including the number of course hours.

Where to Apply: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220.

APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT. All applicants will be notified of final results after selection for the position has been completed.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.